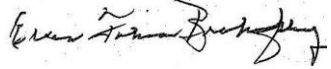


District Administration Policy

Approved: 

Date: October 2014

I. Policy

There are certain district administrative processes that shall be carried out in all Probation districts. These processes will contribute to the fair distribution of resources, the safeguarding of Probation System assets, the delivery of risk reducing investigations and supervision, and the safety of the public.

II. Purpose

To provide that district processes are in place to carry out the policies and procedures of the Administrative Office of Probation.

III. Reference

[Neb. Rev. Stat. § 29-2252 \(11\)](#), Probation administrator; duties

IV. Procedure

All districts shall be responsible for the following:

A. District Communication

1. Staff meetings and/or trainings (consistency, content, and journal) district/satellite/unit/cross unit/clerical/etc.
2. Management meetings (consistency, content, and journal)
3. Nebraska Probation information system
 - a) Implementation plan
 - b) Role sheets
 - c) District entry of information processes
 - d) District caseload template
 - e) Computer usage
4. Quality Assurance Plan and detailed process

B. Adult Community Safety Impact Model

1. Investigations
 - a) Presentence Investigation/Predisposition Investigation/Court Requested Information (PSI/PDI/CRI)

- (1) Referrals
 - (2) Assessment (initial)
 - (3) File set-up
 - (4) Assignment to officer
 - (5) Appointment
 - (6) Development of the investigation (demographic data and self-reported information, assessments, gathering of collateral)
 - (7) Preparation of the document for court submission
 - (8) Connectivity to the sentence and supervision
 - (9) Delivery to the court
 - (10) Confidentiality
 - b) Specialized
 - (1) Sex offender
 - (2) Domestic violence
 - (3) Driving Under the Influence (DUI)
 - (4) Work Ethic Camp (WEC)
 - (5) Specialized Substance Abuse Supervision (SSAS)
 - (6) Juveniles in adult court
 - c) Direct out-of-court
 - (1) District Court
 - (2) County Court
 - (3) Administrative
 - d) Interstate Compact
 - e) Interdistrict transfers
2. Supervision processes
- a) Responsive Case Management

- (1) Assessment processes at the supervision level
- (2) Assignment of cases
- (3) File set-up and management
- (4) Case management
- (5) Transitioning of cases
- (6) Specialized cases
- (7) Reassessment
- (8) Confidentiality
- (9) Sanctions (custodial and administrative) and violations (technical and law)
- (10) Incentives
- (11) Subpoena
- (12) Testifying
- (13) Arrest and detention
- (14) Substance abuse testing
- (15) Identification of service continuums
- (16) Referral to providers
- (17) Vouchers
- (18) Case Closure
 - (a) Interstate Compact (Education of judges, attorneys, jails and other community stakeholders regarding the proper process/rules for retaking compact probationers)
 - (b) Interdistrict Transfer Cases

C. Juvenile Community Safety Impact Model

1. Intake processes
2. Investigation processes
 - a) Predisposition Investigation (PDI)

- (1) Referrals
 - (2) Assessment (initial)
 - (3) File set-up
 - (4) Assignment to officer
 - (5) Appointment
 - (6) Development of the investigation (demographic data and self-reported information, assessments, gathering of collateral)
 - (7) Information, dictation/processing, etc.
 - (8) Connectivity to the disposition and supervision
 - (9) Delivery to the court
 - (10) Confidentiality
- b) Specialized
- (1) Juveniles Who Sexually Harm
 - (2) Reentry
 - (3) Crossover
 - (4) Status Youth
- c) Direct out-of-court
- (1) Juvenile Court/County Court
 - (2) Administrative
- d) Interstate Compact
- (1) Runaway Returns
 - (2) Intake of Out of State Runaways
 - (3) ICPC
 - (4) ICJ
- e) Interdistrict transfers
- (1) Shared Supervision

3. Supervision processes

a) Responsive Case Management

- (1) Assessment processes at the supervision level
- (2) Assignment of cases
- (3) File set-up and management
- (4) Case management
- (5) Transitioning of cases
- (6) Specialized cases
- (7) Reassessment
- (8) Confidentiality
- (9) Sanctions and violations
- (10) Arrest and detention
- (11) Substance abuse testing
- (12) Identification of service continuums
- (13) Referral to providers
- (14) Vouchers
- (15) Rural Improvement for Schooling and Employment (RISE)
- (16) Case closure

D. Administrative Processes

1. Dress code
2. Case file review and office audit
3. State vehicles
4. Defensive driving
5. Time cards and leave requests
6. Critical incident
7. Training

- a) New officer
 - b) On-the-job
 - c) Ongoing
 - d) Officer safety
- 8. Telephones
 - 9. Hiring
 - 10. Contingency plan for leave and vacancies
 - 11. Employee residence
 - 12. Outside employment
 - 13. Distribution of state-owned equipment
 - 14. Computers, devices, and security